

INSTRUCTIONS FOR ACCESSING THE LITERARY FUND APPLICATION

A downloadable Excel file has been created to allow school divisions to apply for a Literary Fund loan. The Excel template is located on the Virginia Department of Education's Budget Office Web page and can be downloaded directly from the following address:

http://www.doe.virginia.gov/VDOE/Finance/Budget/literary_fund/#application

- To download the Excel file, click on the "Excel Document" cell located next to the item titled "Application for Loan from the Literary Fund of Virginia."

You may also access the template by logging onto the department's Web site at

<http://www.doe.virginia.gov>.

- From this home page, select the drop-down box in the top right hand corner of the page, titled "DOE Offices."
- Click on "Finance,"
- Click on "Literary Fund" under Budget Office,
- Click on "Literary Fund Application,"
- Then click on the "Excel Document" cell located next to the "Application for Loan from the Literary Fund of Virginia."

Please follow the steps below to access the Excel file if you use **Internet Explorer** as your Internet browser:

1. LEFT-CLICK on the "Excel Document" link.
2. Select OPEN when asked "Do you want to open or save this file?" (Note: The file will be renamed once you select your school division from a drop-down box when you are in the actual application form. Make sure you do not change the file name assigned to your file.)
3. Next a box will appear warning you that the file contains macros. The box will prompt you to disable the macros or to enable the macros.
4. Please note that in order for the template to operate correctly, you must click on the "ENABLE MACROS" button.

If you are prompted with a **Microsoft Visual Basic** error, please see instructions below on adjusting macro security levels in Excel.

Please follow the steps below to access the Excel file if you use **Mozilla Firefox** or **Netscape** as your Internet browser:

1. After you click on the file name on the Web site, you will be prompted to open the file or save it to a drive. You may choose either option.
2. A box will appear warning you that the file contains macros. The box will prompt you to disable the macros or to enable the macros. Please note that in order for the template to operate correctly, you must click on the “ENABLE MACROS” button.

If you are not prompted with the “Enable Macros” button, or if you are prompted with a **Microsoft Visual Basic** error alerting you to disable macros, please follow these steps to reset your macro security level:

1. Select the “Tools” menu from the drop-down options at the top of the spreadsheet.
2. Select “Macro;” then select “Security.”
3. Set the security level at “Medium.” This will give you the option to disable or enable macros.
4. You must exit out of the spreadsheet and reopen the file for the macro security changes to take effect.

The downloaded Excel file consists of eight spreadsheets that are described below:

The first sheet or tab is a summary cover letter describing the information and files contained in the Excel file.

The second spreadsheet, labeled “Literary Fund Application,” is the template you will use to complete an application:

1. Select your division using the drop-down box titled SELECT DIVISION located next to Division Number.
2. A box will then appear that asks you to confirm that you have chosen the correct division. If the division name is correct, click “Yes.” If you have selected the wrong division, click “No” and select the correct division using the drop-down box.
3. After you have confirmed your division selection, you will be notified that Excel is saving your file to your C:\ drive. Click “OK.”
4. Provide information requested in every cell highlighted in yellow.

5. If information is missing, a warning stating “INCOMPLETE APPLICATION” will appear on the signature lines. This notice will disappear as soon as all of the required data has been entered.

The third spreadsheet is a checklist that will aid divisions when completing a Literary Fund loan application.

The fourth spreadsheet, labeled “Code Changes, Chapt 121,” summarizes the *Code of Virginia* changes that affected the Literary Fund as of July 1, 2007.

The fifth spreadsheet provides a ready reference of the Regulations Governing Literary Loan Applications in Virginia.

The sixth spreadsheet is a Literary Fund process chart listing the steps from submission of the application to the signing of a permanent bond.

The seventh spreadsheet, labeled “Guidelines for Literary Fund Projects,” contains a list of costs acceptable for reimbursements under a Literary Fund loan.

The eighth and final spreadsheet is a sample Resolution Reimbursement form that divisions may wish to complete. However, this form is not required to be submitted to the Department of Education.

If you have any questions about this information, please contact the Department of Education Budget Office at (804) 225-2025.